

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY AND SIGN AND RETURN THE FINAL PAGE.

This Notice is provided to you pursuant to the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations ("HIPAA"). It is designed to tell you how the County may, under federal law, use or disclose your Health Information.

The County may use or disclose your health information for purposes of treatment, payment or healthcare operations without obtaining your prior authorization and here is one example of each:

The County may provide your Health Information to other health care professionals -- including doctors, nurses and technicians -- for purposes of providing you with care. The County billing department may access your information -- and send relevant parts -- to other insurance companies to allow the County to be paid for the services the County may render to you.

The County may access or send your information to County attorneys or accountants in the event the County needs the information in order to address County business functions.

The County may also use or disclose your health information under the following circumstances without obtaining your prior authorization:

To notify and/or communicate with your family in the event of an emergency; as required by law; for public health purposes; for health oversight activities; in response to civil subpoenas or for judicial and administrative proceedings; to law enforcement personnel, to coroners or funeral directors, for public safety; to aid in daily or specialized government functions including appointment reminders and in the event that the County should be sold and/or merged with another governmental agency; and for workers compensation.

In accordance with HIPAA, the County is required to inform you of your rights under this law. As such, here is a list of rights enjoyed by you, as a County employee, with regard to the HIPAA policies of the County.

You have the right to request restrictions on the uses and disclosures of your Health Information. However, the County is not required to comply with your request.

You have the right to receive your Health Information through confidential means through a reasonable alternative means or at an alternative location.

You have the right to inspect and copy your Health Information. The County may charge you a reasonable cost-based fee to cover copying, postage and/or preparation of a summary.

You have a right to request that the County amend your Health Information that is incorrect or incomplete. The County is not required to change your Health Information and will provide you with information about a denial and how you can disagree with the denial.

You have a right to receive an accounting of disclosures of your Health Information made by the County, except that the County does not have to account for disclosures: authorized by you; made for treatment, payment, health care operations; provided to you; provided in response to an Authorization; made in order to notify and communicate with family; and/or for certain government functions, to name a few.

You have a right to a paper copy of this Notice of Privacy Practices. If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact us using the information provided below.

In accordance with HIPAA, the County is required to inform you of the duties and responsibilities of the County under this law. As such, here is a list of duties the County has to you, as a County employee, with regard to the HIPAA policies of the County.

The County is required by law to maintain the privacy of your Health Information and to provide you with a copy of this Notice.

The County is required to abide by the terms of this Notice.

The County reserves the right to amend this Notice at any time in the future and to make the new Notice provisions applicable to all your Health Information – even if it was created prior to the change in the Notice. If such amendment is made, the County will immediately display the revised Notice. The County will provide you with another copy, of this Notice at any time, upon request.

In accordance with HIPAA, the County is required to inform you of your right and ability to bring complaints to the State of New Jersey or the County regarding issues related to HIPAA. As part of your right to bring such complaints before either the State of New Jersey or the County:

You may make complaints to the Secretary of the Department of Health and Human Services (“DHHS”) if you believe your rights have been violated.

The County is obligated not to retaliate against you for any complaint you make about the County’s privacy practices.

Should you have any questions, concerns or comments regarding the HIPAA policy of the County of Mercer, you may direct all inquiries, in writing, to the Mercer County HIPAA Privacy Officer at:

HIPAA Privacy Officer
C/o Office of Employee Relations
McDade Administrative Building
640 South Broad Street
Trenton, New Jersey 08650-0068
Phone: (609) 989-6655

You may contact the DHHS at:

DHHS
200 Independence Avenue, S.W.
Washington, D.C. 20201
Telephone: 202-619-0257
Toll Free: 1-877-696-6775